

## **CITY OF BURBANK**

### **LEGAL SECRETARY**

#### **DEFINITION**

Under direction, performs confidential and complex professional clerical work in the office of the City Attorney; and performs related work as required.

#### **ESSENTIAL FUNCTIONS**

Prepares legal forms and documents from general instructions; calendars; files correspondence and legal documents; keeps abreast of legislation affecting legal procedures and City organization and procedures; compares legal references dictated with reference books to ensure accuracy of citations; assists in maintenance of office files; prepares misdemeanor complaints, criminal subpoenas, and other criminal-related correspondence; refers callers and visitors to appropriate attorney, department, or outside agency; prepares routine letters and memoranda; processes invoices for payment; answers incoming calls as assigned; operates calculator and other office equipment; operates a computer terminal to enter, modify, retrieve, and generate data.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - English usage, spelling, grammar, and punctuation; basic arithmetic and accounting procedures; legal procedures, terminology and documents, modern law office methods, procedures, and equipment.
- Skill in - calendaring; filing methods; proof reading; the operation of modern office equipment; current computer software and their applications.
- Ability to - organize and maintain record keeping systems; prepare legal documents from general instructions; efficiently operate a variety of office equipment, including a computer and a variety of software; work independently and exercise judgement and initiative in performing duties; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Graduation from high school or equivalent and two years recent responsible legal secretary experience including use of computers, word processing software, and data entry programs. NOTE: Graduation from an accredited legal secretary school may be substituted for one year of the required legal secretary experience.

**License & Certificates:** A certificate indicating the ability to type or enter data at a speed necessary for successful job performance is required at time of application.

#### **SUPPLEMENTAL INFORMATION**

A valid California Class "C" driver's license or equivalent may be required at time of appointment.